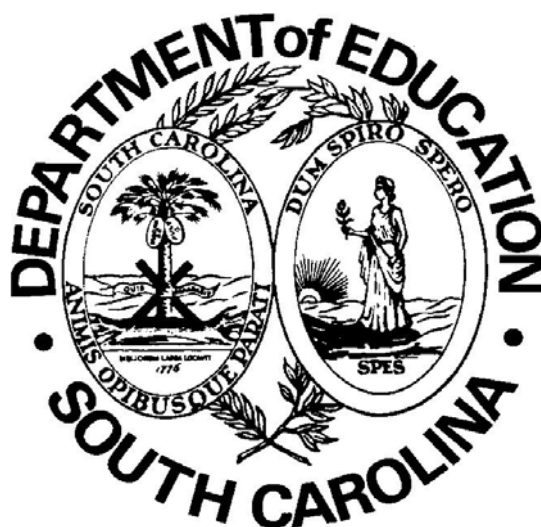


# South Carolina Department of Education

## Request for Proposals (RFP)

Arts Curricular Professional Development Grant  
Fall 2006



Deadline for Receipt of Applications:  
5:00 p.m. Wednesday, November 15, 2006

Inez Moore Tenenbaum  
State Superintendent of Education

### **Contact Information**

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Division of Curriculum Services and Assessment  
Office of Curriculum and Standards  
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## PART I: GENERAL INFORMATION

### A. Introduction/Background

The State Department of Education (SDE) receives funds annually for arts curricular programs from the South Carolina General Assembly as part of the Education Improvement Act.

(SDE-EIA: XI.A.1-Arts in Education) Funds appropriated in Part IA, Section 1 XI.A.1. Arts Curricula shall be used to support arts education curriculum in the visual and performing arts that incorporates strengths from the Arts in Education pilot sites. These funds shall be distributed under a competitive grants program; however, up to 33% of the total amount of the grant fund shall be made available as “Aid to Other Agencies” to facilitate the funding of professional development arts institutes that have been approved by the State Department of Education for S.C. arts teachers and appropriate classroom teachers.

The purpose of the Arts Curricular Grant program is to provide funding to support quality educational programs in dance, music, theatre, and the visual arts. The funding should promote the development and implementation of appropriate curriculum, instruction, and assessment. The curriculum must include comprehensive, sequential instructional units that integrate the arts content standards as they are outlined in the *2003 South Carolina Visual and Performing Arts Curriculum Standards*.

### B. Definitions of Terms Used

LEA—Local educational agency (K–12 public school districts in South Carolina)

SCAAP—South Carolina Arts Assessment Project

SDE—State Department of Education

### C. Eligible Applicants

Only those LEAs that were not funded in the Spring 2006–07 Arts Curricular Grant Distinguished Arts Program cycle are eligible to apply for this Fall 2006 Professional Development Grant.

LEAs may submit only one application.

### D. Estimated Available Funds

Approximately \$1 million has been allocated for these arts professional development and arts assessment grants.

## **E. Estimated Number, Range, and Average Size of Awards**

Approximately 50 awards will be made, and the average award will range from \$15,000 to \$20,000. The maximum funding per grant will not exceed \$20,000.

LEAs may apply for a grant to be used solely for SDE's approved professional development summer arts institutes (up to \$15,000) and the South Carolina Arts Assessment Project (\$5,000).

## **F. Grant Funding Period**

The period of the grant will be from January 1, 2007, through June 30, 2007.

## **G. Requirements**

### Designation of Arts Grant Manager

Applicants must designate a qualified arts grant manager who will facilitate the registration of the summer arts institutes for all participants and attach a teacher's \$75 check to each form, will oversee the administration of the SCAAP assessment in each designated school, and submit the Final Report at the end of the grant period. The arts grant manager must have certification in at least one arts area and/or have other training and experience appropriate for the position, or is a supervisor of visual and performing arts programs.

### Registration for Summer Arts Institutes

Districts must budget up to \$15,000 to be used to participate in specific professional development summer arts institutes that have been developed and approved by the SDE for visual and performing arts teachers.

The district's designated arts grant manager must complete and submit one Registration Form (page 18 of this RFP) for each summer arts institute a teacher is planning to attend. The arts grant manager must staple the teacher's \$75 check to each Registration Form. Checks will be returned to the participant at the end of the institute for which they registered. Applicants must

- Write checks payable to the "ABC Project"
- Write "For Deposit Only" on the back of each check
- Staple a check to the upper left corner of each registration form.

Participants who are unable to attend an institute for which they registered must notify Christine Fisher, ABC Project Director, in writing before May 16, 2007, in order to receive a refund. Participants who do not notify the ABC Project Director of their decision not to attend before May 16, 2007 and do not attend the institute for which they registered will forfeit their \$75 deposit. Participants with family or medical emergencies must submit written notification no later than July 1, 2007, to Christine Fisher in order to have their deposits refunded.

### Participation in SCAAP

Applicants must budget \$5,000 to administer SCAAP in three schools within the district for the multiple-choice testing of at least 100 fourth-grade music and at least 100 visual arts students and the randomized selection of fifty visual arts and fifty music students for performance task assessments. Districts with less than three schools with fourth-grade classes must budget \$2,000 per school.

The designated district arts grant manager will collaborate with the University of South Carolina's (USC) Office of Program Evaluation (OPE) personnel to provide professional development and to administer the test.

The arts grant manager must complete the Intent to Participate Form (page 19 of this RFP) from three schools in the district and with their principals' consent to participate in SCAAP. All completed Intent to Participate Forms must be submitted with the grant proposal.

### **H. Authorized Activities**

LEAs may only use funds for this Fall 2006 application for arts education professional development arts institutes developed and approved by the SDE and arts assessment provided under the direction of the SCAAP. Updates on locations and dates for summer arts institutes will be sent with grant award notification.

A comprehensive list of the professional development activities that may be supported with these grant funds may be found on pages 10–16 of this RFP.

Eighty percent of the professional development funds should be allocated for visual and performing arts teachers to attend the various summer arts institutes. Twenty percent of professional development funds may be used for appropriate classroom teachers and administrators to attend the Creative Teachers Institute, Peace Center Institute, and the Muse Machine Institute. Grant funds for summer arts institutes will be held by the SDE and distributed directly to the sponsoring agency.

### **I. Unauthorized Activities**

These grant funds may not be used for activities not listed in the 2007 SDE Summer Professional Development Arts Institutes (located on pages 10–16 of this RFP).

### **J. Required Reporting**

Each recipient's arts grant manager must submit a Final Report to the Office of Curriculum and Standards, Division of Curriculum Services and Assessment, by 5:00 p.m., Monday, July 16, 2007. The final report includes a narrative and supporting materials.

## **K. Review and Selection Process**

Grants will be awarded on the basis of a competitive review of complete applications. All reviewers are registered graduates of the South Carolina Arts Assessment Institute and have no vested interest in the allocation of funds. The maximum number of points available for each application is 100.

Two reviewers will read and score each application using the enclosed Scoring Rubric (see page 8). The panel of reviewers will then review each application, and the panel will arrive at a consensus score. Applications will be rank ordered by consensus scores, and awards will be made, starting with the highest score, until all allocated funds are expended.

The notification of awards and letters of denial will be mailed in January 2007. Copies of reviewers' comments and score sheets will be included in these letters.

## **L. Appeals Process**

Scores may not be appealed. An unfunded applicant may inquire as to whether or not the application process was followed.

An applicant who has submitted a proposal that the SDE does not fund has five calendar days after receiving notification that the proposal is not funded to request a review of the process. The request for review must be directed to the State Superintendent of Education and must state the reasons for the request. The State Superintendent will ask the appropriate deputy superintendent to investigate. After reviewing the process, the deputy superintendent will notify the applicant in writing as to whether the application process was followed. There will be no further appeal of the deputy superintendent's decision.

## **M. Timeline**

| <b>Date</b>       | <b>Activity/Action</b>   |
|-------------------|--|
| November 15, 2006 | Deadline for receipt of applications                               |
| January 30, 2007  | Notification of awards   |
| January 30, 2007  | Reviewers' comments/score sheets mailed to all eligible applicants |
| January 31, 2007  | Grant programs must begin  |
| June 30, 2007     | Grant programs must end  |
| July 16, 2007     | Grantees' final report must be received by SDE                     |

## **N. Selection Criteria**

| <b>Narrative Sections</b>  |
|--|
| <b>Section A: Needs Assessment (30 points available)</b>   |
| The applicant is to demonstrate the need for the proposed professional development scholarships and give details about how the needs assessment was conducted. The needs |

|  |
|--|
| assessment must clearly demonstrate the need for teachers to implement standards-based curricula, instruction, and assessment.   |
| <p align="center"><b>Section B: Goals and Objectives (20 points available)</b></p> <p>The applicant should provide a statement of the goals in relation to the <i>2003 South Carolina Visual and Performing Arts Curriculum Standards</i> through professional development and arts assessment. The applicant should then delineate the specific, measurable objectives that reflect the assessed needs, clearly describing who is to be affected by the program, what changes will occur, and expected outcomes in terms of student achievement in the arts.</p>  |
| <p align="center"><b>Section C: Evaluation Plan (30 points available)</b></p> <p>The applicant must address the methods that will be used to measure the extent to which the goals and objectives of the project are met. The evaluation must include information about who was affected by the program, what changes occurred, and the benefits for students. The evaluation plan must describe how the data will be gathered, organized, and analyzed, and used.</p>   |
| <p align="center"><b>Section D: Budget (10 points available)</b></p> <p>The budget must include an itemized list of proposed scholarships including the names of teachers, their teaching assignment, the institute they plan to attend, registration/reservation forms, and the total estimated cost not exceeding \$15,000, using the Budget Form. Five thousand dollars of the budget must be designated for the administration of SCAAP. A list of the three schools selected to participate in SCAAP must be included with the principals' names, school addresses, telephone numbers, and completed Intent to Participate Forms. Districts with less than three schools with fourth-grade classes must budget \$2,000 per school.</p>  |
| <p align="center"><b>Letters of Commitment (5 points available)</b></p> <p>Two Letters of Commitment, one of which must be written by the participating district superintendent, must be submitted to verify strong support for the project. A participating administrator, teacher, or community leader may write the second letter. The applicant's arts grant manager may not write a Letter of Commitment.</p>   |
| <p align="center"><b>Arts Grant Manager's Credentials (5 points available)</b></p> <p>The completed Arts Grant Manager Credentials Form must stipulate that this individual will devote an appropriate amount of time to the oversight and management of the arts grant, to the organization and registration of district arts educators in SDE approved professional development arts institutes, and to the participation of at least three schools in the district in SCAAP.</p> <p>The completed Arts Grant Manager Credentials Form must provide evidence that the district's Arts Curricular Grant manager has certification in at least one art area (dance, theatre, music, or visual art) and/or has other training and experience appropriate for the position, or is a supervisor of visual and performing arts programs.</p> |
| <b>100 TOTAL POINTS AVAILABLE</b>  |

## **O. Deadline and Submission Procedures**

- Applications will only be accepted via U.S. postal mail. Faxed applications will not be

accepted.

- Grant applications must be received by 5:00 p.m. on Wednesday, November 15, 2006. Postmark dates will have no bearing with respect to the deadline.
- An original (with signatures in blue ink) and two copies of all materials related to the grant application must be submitted.
- A complete application includes a \$75 refundable registration fee per person for each summer professional development arts institute.
- Do not enclose the application in a notebook, binder, or folder. Do not include additional cover and/or title pages. If the application is submitted via U.S. postal mail, staple the application together in the upper left corner or fasten it with a paper clip.
- Only applications that adhere to all of these guidelines and directions will be reviewed.
- Applications will not be returned. Please keep a copy for your records.
- Proposals must be addressed to

R. Scot Hockman  
South Carolina Department of Education  
Office of Curriculum and Standards  
1429 Senate Street, Room 802-A  
Columbia, South Carolina 29201



## PART II: APPLICATION OVERVIEW, CONTENT, AND INSTRUCTIONS

### A. Application Overview

Applications must be assembled in the following sequence:

- ☐ Application Cover Sheet (located on page 17 of this RFP)
- ☐ Proposal Narrative Requirements
  - Needs Assessment (one, double-spaced page)
  - Goals and Objectives (one-half of a double-spaced page)
  - Evaluation Plan (one, double-spaced page)
- ☐ Budget
  - Budget Form (located on page 24 of this RFP)
  - Budget Narrative: The budget must include an itemized list of proposed scholarships including the names of teachers, their teaching assignment, and the institute they plan to attend. The budget must also include the names of the three schools participating in SCAAP, principals' names, addresses, and phone numbers (no page limit).
- ☐ Required attachments
  - Assurances (signed) located on page 20 of this RFP
  - Terms and Conditions (signed) located on pages 21–22 of this RFP
  - Two Letters of Commitment (one page each)
  - Completed 2007 Arts Professional Development Institute Registration form (located on page 18 of this RFP) per institute. Each form must have a \$75 check attached.
  - Completed 2007 SCAAP Intent to Participate Form for each school participating (located on page 19 of this RFP)
  - Completed Arts Grant Manager Credentials Form (located on page 23 of this RFP)

### B. Application Narrative Format

|                          |   |
|--------------------------|---|
| Length of Narrative:     | Maximum of 2 ½ pages (this includes the Needs Assessment, Goals and Objectives, and Evaluation Plan sections) |
| Required Font/Font Size: | Times New Roman or Arial/12 point   |
| Margins:                 | 1" on all sides   |
| Page Numbers:            | Insert page numbers at the bottom of all pages (except letters)   |
| Spacing:                 | Double-spaced. Information contained in charts or tables may be single-spaced.                                |

### C. Reviewers' Scoring Rubric

| Reviewer's Scoring Rubric  |        |
|--|--------|
| Proposal Narrative   | Points |
| <b>Section A: Needs Assessment (one page)</b>  | 30     |
| The extent to which the proposal clearly demonstrates the need for professional development scholarships and student arts assessment and describes how the needs assessment was conducted.   |        |
| <b>Section B: Goals and Objectives (one-half page)</b>   | 20     |
| <ul style="list-style-type: none"> <li>The extent to which the proposal's goals and objectives support the implementation of the <i>2003 South Carolina Visual and Performing Arts Curriculum Standards</i> through professional development for teachers and arts assessment</li> <li>The extent to which the goals and objectives are directly related to the needs assessment.</li> </ul>   |        |
| <b>Section C: Evaluation Plan (one page)</b>   | 30     |
| <ul style="list-style-type: none"> <li>The extent to which the proposed evaluation plans are adequate to fully evaluate the goals and objectives for professional development and its impact on student achievement.</li> <li>The extent to which the evaluation plan describes how data will be gathered, organized, analyzed, and used.</li> </ul>   |        |
| <b>Section D: Budget (no page limit)</b>   | 10     |
| <ul style="list-style-type: none"> <li>The extent to which the budget contains an itemized list of proposed scholarships including the names of teachers, their teaching assignment, the institute they plan to attend, Registration Forms, and the total estimated cost does not exceed \$15,000.</li> <li>The extent to which applicants budget \$5,000 to administer SCAAP in three schools within the district for the multiple-choice testing of at least 100 fourth-grade music and at least 100 visual arts students and the randomized selection of fifty visual arts and fifty music students for performance task assessments. Districts with less than three schools with fourth-grade classes must budget \$2,000 per school.</li> </ul> |        |
| <b>Letters of Commitment (two pages)</b>   | 5      |
| The extent to which the application includes the required two Letters of Commitment (the arts grant manager may not write a Letter of Commitment).   |        |

|   |                 |
|---|-----------------|
| <b>Arts Grant Manager Credentials</b>   | <b>5</b>        |
| <ul style="list-style-type: none"> <li>• The extent to which the applicant provides credentials of the arts grant manager (as required) on the Arts Grant Manager Credentials Form.</li> <li>• The extent to which the arts grant manager plans to dedicate an appropriate amount of time to oversee and manage this arts grant.</li> <li>• The extent to which the arts grant manager's resume demonstrates that the arts grant manager has certification in at least one arts area and/or has other training and experience appropriate for the position, or is a supervisor of visual and performing arts programs.</li> </ul> |                 |
| <b>TOTAL NUMBER OF POINTS AWARDED</b>   | <b>____/100</b> |

**Reviewer's Comments**

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## **D. Approved Arts Education Professional Development Summer Institutes**

A \$75.00 refundable deposit check is required for each institute and should be stapled to the upper left corner of each registration form.

SDE Summer arts institutes include

- Instruction based on the 2003 South Carolina Visual and Performing Arts Curriculum Standards
- Three hours of graduate credit with a minimum of 45 contact hours
- One day of Pre-Institute and Post-Institute meetings
- Residential institutes, including room and board
- Participation during the month of June 2007 (some dates are not set and others may change).

Visual and performing arts teachers must be given priority in registering for SDE-approved summer professional development arts institutes. Seventy-five percent of visual and performing arts teachers in the district must have attended or be registered for CLIA I or SCALSA and Arts Assessment I (Classroom Assessment) before other content area teachers and administrators are allowed to register for the Creative Teachers Institute, Muse Machine, or Peace Center Institute.

### **South Carolina Arts Leadership for Success Academy (SCALSA) \$1,200 per teacher**

This institute is designed for arts teachers who have taught fewer than three years and for critical needs teachers in the arts. SCALSA emphasizes the development of standards-based arts curricula, instruction, and assessment through

- Hands-on development of standards-based arts lessons
- Strategies for ADEPT success
- Long-range lesson planning
- Arts classroom management strategies
- Identification of teaching and learning styles
- Arts education advocacy strategies
- Development of a multi-arts professional network.

Coordinator: Connie Boleman

E-mail: [cwboleman@yahoo.com](mailto:cwboleman@yahoo.com)

Pre-SCALSA: TBA

Dates and location: June 24–29, 2007, Converse College

Post-SCALSA: TBA

### **Curriculum Leadership Institute in the Arts (CLIA) \$1,200 per teacher**

This institute is designed for the experienced arts teacher and emphasizes

- Development of complex standards-based lesson plans with embedded assessment
- Models of best instructional practice
- Tips for preparing and applying for National Board Certification
- Development of leadership and presentation skills
- Arts education advocacy techniques
- Development of a multi-arts professional network.

Coordinator: Kathe Stanley

E-mail: [stanleyk@winthrop.edu](mailto:stanleyk@winthrop.edu)

CLIA courses will be offered during two separate sessions.

Pre-CLIA: TBA

Dates and location: June 10 – June 15, SC Governor's School for the Arts & Humanities, Greenville

Dates and location: June 17–22, Lander University, Greenwood

Post-CLIA: TBA

An additional CLIA Institute may be added as needed.

### **Arts Assessment Institute Classroom Assessment (AAI- I) \$1,200 per teacher**

(Prerequisite CLIA)

This institute is designed to develop professional educators who will participate in the following activities:

- Study the purposes and uses of assessment
- Align assessments with local and state standards
- Construct assessments to best determine knowledge in skills and processes related to the curriculum standards
- Demonstrate an understanding of the basic principles of measurement and evaluation
- Design and embed assessment strategies within instructional lessons and units
- Apply the relationship of national and state standards, curriculum development instruction, and assessment
- Reflect on their assessment practices and the role of assessment in their professional and personal lives.

Coordinator: Laura McFadden

E-mail: [lmcfadden@fsd1.org](mailto:lmcfadden@fsd1.org)

Pre-Arts Assessment I: USC, Columbia

Dates and location: June 18–22, 2007, USC, Columbia

Post-Arts Assessment I: USC, Columbia

**Arts Assessment Institute–Program Assessment (AAI–III) \$1,200 per teacher**

(Prerequisite CLIA & Arts Assessment Institute I Classroom Assessment)

Program Evaluation in the Arts is an introductory course that provides students with a framework for evaluation of arts programs and develops their program evaluation skills. In the course students will

- Review a model of program evaluation
- Develop an evaluation plan based on the model
- Study data collections methods and forms of analysis
- Investigate other models of program evaluation to broaden their perspectives of the field.

Coordinator: Dr. Robert Johnson

E-mail: [rjohnson@gwm.sc.edu](mailto:rjohnson@gwm.sc.edu)

Pre–Arts Assessment III: USC, Columbia

Dates and location: June 18–22, 2007, USC, Columbia

Post–Arts Assessment III: USC, Columbia

**Music & Technology Institute– \$2,850 per teacher**

(Prerequisite SCALSA or CLIA and Arts Assessment Institute I-Classroom Assessment)

The purpose of this course is to prepare certified K–12 South Carolina public school music teachers to use technology in their classes and to use technology as a tool in teaching the *2003 South Carolina Music Curriculum Standards* in their classes. Each participant will be provided with appropriate equipment, a computer and software. After the institute, the equipment becomes property of the awarded district for use in visual or performing arts classes.

All participants in the class must hold music degrees and be certified to teach music by the South Carolina Department of Education.

By the conclusion of this course, the teachers will

- Assemble and disassemble a multimedia station including computer, speakers, and MIDI keyboard
- Use computer notation software (Sibelius) for composition, arranging, and worksheets
- Use sequencing software (Band in a Box) for accompaniments and improvisation
- Demonstrate proficiency in the use of Music Ace and Music Ace II
- Develop strategies for using the above software titles with students
- Develop lesson plans that use technology to teach the *2003 South Carolina Music Curriculum Standards*

- Research best assessment practices and reflect on the strengths and weaknesses of the classroom and large-scale assessment practices.

Coordinator: Dr. Patti Foy

E-mail: [patti.foy@converse.edu](mailto:patti.foy@converse.edu)

Pre-institute: On-line discussion, TBA

Dates and location: June 10–16, Converse College, Spartanburg

### **Visual Art & Technology Institute–\$2,200 per teacher**

(Prerequisite SCALSA or CLIA and Arts Assessment Institute I Classroom Assessment)

These courses will provide art teachers with an opportunity to develop standards-based lesson plans and guides that incorporate technology to enhance student learning. Each participant will be provided with appropriate equipment, a computer and software, which will become the property of the school at the conclusion of the institute. Participants will choose from one of the following Art & Technology institutes:

Pre-Art & Technology: TBA

Dates and location: Session One is June 11–15, Governor’s School for Math and Science, Hartsville; iLife Bookcamp, Final Cut Pro Workshop, Digital Photography, and Photoshop I, Web Design I with Dreamweaver and Photoshop and Digital Publishing within Design and Acrobat

Dates and location: Session Two is June 18–22, Governor’s School for Math and Science, Hartsville; iLife Bootcamp, Final Cut Studio Integration, Digital Photography, and Photoshop I, Digital Photography and Photoshop II/Web Design II with Dreamweaver and Flash

Post-Art and Technology: TBA

Coordinator: Pam McGill

E-mail: [pmcgill@bh.richland2.org](mailto:pmcgill@bh.richland2.org)

### **Dance/Theatre & Technology– \$2,222 per dance or theatre teacher**

(Prerequisite SCALSA or CLIA and Arts Assessment Institute Classroom Assessment)

The Dance/Theatre & Technology Institute will provide teachers with an opportunity to develop standards-based lesson plans and guides that incorporate technology to enhance student learning. Each participant will be provided with appropriate equipment, a computer and software. After the institute, the equipment becomes property of the awarded district for use in visual or performing arts classes.

Coordinator: Christine Fisher

E-mail: [fisherc@winthrop.edu](mailto:fisherc@winthrop.edu)

Pre-Theatre/Dance and Technology: TBA

Dates and location: TBA

Post-Theatre/Dance and Technology: TBA

### **Arts Teacher as Artist Institute—\$1,200 per teacher (Prerequisite SCALSA or CLIA)**

This institute is designed to expand the artistic knowledge and skills of arts teachers for the enrichment of standards-based curricula, instruction, and assessment. Teachers will have the opportunity to strengthen their own art skills in classes taught by highly regarded teachers and professional artists in the field. Through this “art for art’s sake” approach, teachers will practice their art and learn new techniques to apply to their studio instruction. Classes are designed to meet teachers’ needs based on survey responses and identified curricular needs. These may include

- Dance (Emphasis on technique, choreography/composition, improvisation, and journaling),
- Music (Improvisation and Composition – Participants will grow personally and professionally by experiencing the creative movement and exploration processes of Orff Schulwerk. While this is targeted to elementary and middle-school teachers, high school teachers are also invited to attend.),
- Theatre (Playwriting or Technical Theatre)
- Visual Arts (Sculpture, Painting, or Printmaking).

Please indicate on your application which arts area you are interested in attending and any special course content requests.

Coordinator: Anne Tromsness:

E-mail: [atromsness@scgsah.state.sc.us](mailto:atromsness@scgsah.state.sc.us)

Pre-Arts Teacher as Artist: TBA

Dates and Location: June 10-15, The South Carolina Governor’s School for the Arts and Humanities, Greenville

### **Creative Teaching Institute (held during Spoleto Festival USA) –\$650 per teacher**

This institute is designed for elementary classroom teachers (administrators and arts specialists welcome) who do not have a strong background in the visual and performing arts but are interested in integrating the arts in their classroom. The institute includes

- All materials, including books and CD’s
- Three and one-half days in Charleston during the Spoleto Festival USA including hotel accommodations, workshops, and three performances
- Two Saturday sessions—place and dates to be announced.

Board (meals) is not included in this institute.

Coordinator: Barry Goldsmith



E-mail: [jgolds586@aol.com](mailto:jgolds586@aol.com)

Location: Charleston and Spoleto Festival USA

Pre-institute session one: TBA Participants must attend both pre-institute sessions.

Pre-institute session two: TBA

First session dates: May 30–June 2, First week of Spoleto Festival USA

Second session dates: June 6–9, Second week of Spoleto Festival USA

### **Muse Machine Summer Institute—\$650 per teacher**

This institute is for classroom teachers of all grade levels and subjects. No background in the visual and performing arts is necessary. The course provides hands-on activities in the visual and performing arts taught by professional artists, instruction in the multiple intelligences, and using the arts across the curriculum. In addition to classroom instruction hours, participants are required to attend and critique four separate arts events from the areas of visual arts, music, theater, dance, historic preservation, and opera.

Coordinator: Ava Hughes

E-mail: [ahughes@spartanarts.org](mailto:ahughes@spartanarts.org)

Pre-institute on-line meeting: June 8, 2007

Dates and location: June 18–22, Converse College, Spartanburg

Post-institute on-line meeting: June 29, 2007

### **Peace Center Summer Teacher Institute—\$675 per teacher**

These institutes are developed for elementary and middle school classroom teachers. Although not required, these courses are *recommended* for teachers who have previously attended training in arts integration, including the Muse Machine and Creative Teachers Institutes.

This institute presents a variety of comprehensive arts-integration strategies through hands-on, interactive workshops taught by Kennedy Center teaching artists. In addition to classroom instruction hours, participants are required to attend one performance from a recommended list and participate in scheduled on-line discussions before and after the course meets.

Additional registration and transcript fees from Clemson University total \$50.

#### ***Session I: Integrating the Arts across the Curriculum***

Teachers enrolled in this course experience imaginative new ways to integrate the arts into every subject. All workshops are interactive and hands-on, giving educators an opportunity to learn by participating and by sharing with colleagues. This course also

reviews South Carolina Visual and Performing Arts Curriculum Standards and provides teachers with resource materials for curriculum design.

Scheduled topics include: Drama as a Classroom Management Strategy; Tableau (Living Pictures) with Literature, History and Science; Writing Poetry across the Curriculum; Integrating Music with Math, Building Reading Fluency through Music; Scientific thought in Motion and Interpreting Poetry through Dance. *Recommended for teachers of grades 1-8.*

Dates and location: Session One is June 11–15, 2007, Peace Center for the Performing Art, Greenville

### ***Session II: Creative Connections: Strategies that Build Comprehension in Literature and Social Studies***

*Creative Connections* consists of a series of interactive and hands-on workshops, giving teachers an opportunity to learn by participating and sharing with colleagues. Participants will be led through a sequential and scaffolded instructional technique for integrating drama, visual art and/or creative writing to teach Language Arts and History. This course also reviews South Carolina Visual and Performing Arts Curriculum Standards and provides teachers with resource materials for curriculum design.

The week begins with a proven strategy for managing behavior using drama, and then moves into dramatization strategies that can kinesthetically engage students in learning about any subject. The next strategy introduces visual art analysis as a catalyst for writing across the curriculum. The class then travels to the Greenville County Museum of Art, where we combine these strategies with artwork selected for specific curricular connections.

The course culminates with taking a look at how documentation of the arts integration process, along with the produced student work, is an effective way to assess student growth as well as communicate this work to colleagues and parents.

*Recommended for teachers of grades 2-8.*

Dates and location: Session Two is June 25–29, 2007, Peace Center for the Performing Art, Greenville

Coordinator: Ellen Westkaemper

E-mail: [ewestkaemper@peacecenter.org](mailto:ewestkaemper@peacecenter.org)

**PART III: REQUIRED FORMS**  
**Application Cover Page**

|   |  |   |
|---|--|---|
| <b>Applicant Information</b>                            |  |   |
| Name of Applicant (District)                            |  |   |
| Mailing Address<br>(include street, city, and zip code) |  |   |
|   |  |   |
|   |  |   |
| <b>Project Information</b>                              |  |   |
| Arts Areas Covered through Application                  | <input type="checkbox"/> Dance<br><input type="checkbox"/> Drama<br><input type="checkbox"/> Music | <input type="checkbox"/> Visual Arts<br><input type="checkbox"/> Arts Integration |
| <b>Information about Arts Grant Manager</b>             |  |   |
| Name of Arts Grant Manager                              |  |   |
| Title   |  |   |
| Telephone Number  |  |   |
| E-mail Address  |  |   |
| <b>Budget Information</b>                               |  |   |
| Grant Budget Period                                     | January 1, 2007–June 30, 2007  |   |
| Funds Requested   | Scholarships   | \$  |
|   | SCAAP (Assessment)   | \$  |
|   | Total Requested  | \$  |
| <b>Authorization</b>                                    |  |   |
| Typed Name of Superintendent:                           |  |   |
| Telephone of Superintendent                             |  |   |
|   |  |   |
| Signature of Superintendent                             |  | Date  |

## 2007 Arts Professional Development Institute Registration Form

Each teacher planning to attend an arts professional development institute must complete a registration/ reservation form for each institute and send it to the arts grant manager. A \$75.00 refundable check must be stapled to the upper left-hand corner of this form. Please clearly print all information. You may download this form at <http://ed.sc.gov/agency/offices/cso/vpa/ArtsGrants.html>.

| Teacher Information  |  |   |  |
|--|--|---|--|
| Complete Name _____  |  | Certificate Number _____  |  |
| Teaching assignment  | <input type="checkbox"/> Dance<br><input type="checkbox"/> Music | <input type="checkbox"/> Theatre<br><input type="checkbox"/> Visual art | <input type="checkbox"/> Other Classroom Teacher<br><input type="checkbox"/> Administrator |
| School Information   |  |   |  |
| School Name _____  |  |   |  |
| Grade Level  | <input type="checkbox"/> Elementary                              | <input type="checkbox"/> Middle   | <input type="checkbox"/> High School   |
| District Name _____  |  |   |  |
| School Address _____   |  | _____   |  |
| School Phone Number _____  |  | _____   |  |
| School E-mail Address _____  |  | _____   |  |
| Home Information (Information will be kept confidential.)  |  |   |  |
| Home Address _____   |  | _____   |  |
| Home Phone Number _____  |  | _____   |  |
| Home E-mail Address _____  |  | _____   |  |
| Please indicate your attendance at the these institutes which are prerequisites for other institutes:<br>SCALSA or CLIA: Year _____ Location: _____<br>Arts Assessment I: Year _____ Location: _____ |  |   |  |

### Please check the institute(s) for which you wish to register:

|  |          |
|--|----------|
| <input type="checkbox"/> South Carolina Arts Leadership for Success Academy (SCALSA)             | \$1,200  |
| <input type="checkbox"/> Curriculum Leadership Institute in the Arts (CLIA)- Session One or Two  | \$1,200  |
| <input type="checkbox"/> Arts Assessment Institute Classroom Assessment I (AAI- I)               | \$1,200  |
| <input type="checkbox"/> Arts Assessment Institute Program Assessment in the Arts (AAI- III)     | \$1,200  |
| <input type="checkbox"/> Music & Technology Institute  | \$2,850  |
| <input type="checkbox"/> Visual Art & Technology Institute- Session One or Two                   | \$2,200  |
| <input type="checkbox"/> Dance/Theatre & Technology  | \$2,222  |
| <input type="checkbox"/> Arts Teacher as Artist Institute- Dance, Music, Theatre, or Visual Arts | \$1,200  |
| <input type="checkbox"/> Circle One for Visual Arts: Sculpture, Painting, or Printmaking         |          |
| <input type="checkbox"/> Creative Teaching Institute - Session One or Two                        | \$ 650   |
| <input type="checkbox"/> Muse Machine  | \$ 650   |
| <input type="checkbox"/> Peace Center Summer Institute-Session One or Two                        | \$ 675   |
| Total Cost for Your Registration   | \$ _____ |

2006–07 South Carolina Arts Assessment Program

**Intent to Participate Form**

School: \_\_\_\_\_

Principal: \_\_\_\_\_

District: \_\_\_\_\_

School address: \_\_\_\_\_

City: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

This is to confirm our school's intention to participate in the 2007 South Carolina Arts Assessment Program (SCAAP) and test our fourth grade students in music and the visual arts.

We understand that participation in this project requires our school to

1. Test a minimum of 100 fourth grade students in both music and visual arts multiple choice test
2. Test 50 fourth grade students in both music and visual arts performance tasks
3. Appoint a test administrator to serve as the liaison and to attend a training session
4. Provide participation information form in a timely manner
5. Schedule and administer testing sessions
6. Administer tests
7. Organize and return testing materials according to the manual and in a timely manner
8. Provide the use of school computers for Web-based assessment.

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*Principal's Signature*

---

*Date*

For more information please contact

Dr. Ching Ching Yap  
South Carolina Arts Assessment Program (SCAAP)  
University of South Carolina  
Office of Program Evaluation  
Wardlaw College 025  
Columbia, SC 29208  
Phone: 803–777–3459      FAX: 803–777–8838  
E-mail: SCAAP@gwm.sc.edu

## Assurances

As the duly authorized representative of \_\_\_\_\_,  
I certify that this applicant \_\_\_\_\_ (Please print or type name of applicant.)

- A. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonstate share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- B. Will give the State Department of Education (SDE) access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.

The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.

- C. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the SDE for costs related to this grant.
- D. Will initiate and complete work within the applicable time frame after receipt of approval by the SDE.
- E. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability.
- F. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 et seq. and § 8-13-100 et seq. (Supp. 2005)).
- G. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 *et seq.* (Supp. 2005)) if the amount of this award is \$50,000 or more.

\_\_\_\_\_  
Signature of authorized official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized financial official

\_\_\_\_\_  
Date

## Terms and Conditions

(Page 1 of 2)

- A. **Completeness of Proposal.** All proposals should be complete and carefully worded and must contain all of the information requested by the State Department of Education (SDE). If you do not believe a section applies to your proposal, please indicate that fact.
- B. **Termination.** The SDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. After it has been awarded, the SDE may terminate a grant by giving the grantee written notice of termination. In the event of a termination after award, the SDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by the SDE if the grantee fails to perform as promised in its proposal.
- C. **Travel Costs.** Travel costs, if allowed under this solicitation, must comply with the state of South Carolina travel regulations.
- D. **Honoraria.** Amounts paid in honoraria, if allowed under this grant, must be consistent with SDE policies. You should check with the program office before budgeting for honoraria.
- E. **Obligation of Grant Funds.** Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than thirty (30) days after the end of the grant period.
- F. **Use of Grant Funds.** Funds awarded are to be expended only for purposes and activities covered by the project plan and budget.
- G. **Copyright.** The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the SDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.
- H. **Documentation.** The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee's accounting system should distinguish receipts and expenditures attributable to each grant.
- I. **Reports.** The grantee shall submit a final financial report within thirty (30) days of the final disbursement. This report should be a final accounting of the grant. It may be submitted in either narrative or spreadsheet form.

## Terms and Conditions

(Page 2 of 2)

### J. Audits

- Entities expending \$500,000 or more in federal awards:

Entities that expend \$500,000 or more in federal awards during the fiscal year are required to have an audit performed in accordance with the provisions of Office of Management and Budget (OMB) Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The submission deadline for A-133 audits is nine months after the entity's fiscal year-end. A grantee that passes through funds to subrecipients has the responsibility of ensuring that federal awards are used for authorized purposes in compliance with federal program laws, federal and state regulations, and grant agreements. The director of the OMB, who will review this amount every two years, has the option of revising the threshold upward.

- Entities expending less than \$500,000 in federal awards:

Entities that expend less than \$500,000 in a fiscal year in federal awards are exempt from the audit requirements in the Single Audit Act and Circular A-133. However, such entities are not exempt from other federal requirements (including those to maintain records) concerning federal awards provided to the entity. The entity's records must be available for review or audit by the SDE and appropriate officials of federal agencies, pass-through entities, and the General Accounting Office (GAO).

K. **Records.** The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the termination date of the grant.

L. **Reduction in Budgets and Negotiations.** The SDE reserves the right to negotiate budgets with potential grantees. The SDE may, in its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the SDE may desire to fund a project but not at the level proposed. In that case the SDE shall notify the potential grantee of the amount that can be funded, and the grantee and the SDE shall negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the SDE.

M. **Amendments to Grants.** Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.

\_\_\_\_\_  
Signature of authorized official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized financial official

\_\_\_\_\_  
Date



## Arts Grant Manager Credentials Form

Name of Applicant (district): \_\_\_\_\_

Name of Arts Grant Manager: \_\_\_\_\_

Job Title of Arts Grant Manager: \_\_\_\_\_

Job Duties of Arts Grant  
Manager: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Educational Background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Fine Arts Training and/or Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accomplishments or Awards: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Active Memberships in Professional Organizations: \_\_\_\_\_

\_\_\_\_\_

Years Experience: \_\_\_\_\_ Certification Areas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Professional Development Summer Institutes or Similar Training as the Candidate  
completed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Confidential:

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_



South Carolina Department of Education  
Arts Curricular Professional Development Grant  
**Budget Form and Narrative**

### Budget Form

Enter Totals in this table.

| Object Category                                 | Amount    |
|---|-----------|
| Purchased Services (300)                        |           |
| • Teacher Professional Development Scholarships | \$        |
| • Student Assessment (SCAAP)                    | \$        |
| <b>Total</b>                                    | <b>\$</b> |

### Budget Narrative

Teacher Professional Development Scholarships (insert rows as needed to include each scholarship)

| Name of Teacher                              | School Assignment | Teaching Assignment | Name of Institute | Cost of Institute |
|--|-------------------|---------------------|-------------------|-------------------|
|  |                   |                     |                   |                   |
|  |                   |                     |                   |                   |
|  |                   |                     |                   |                   |
|  |                   |                     |                   |                   |
| <b>TOTAL COST (Must not exceed \$15,000)</b> |                   |                     |                   | <b>\$ _____</b>   |

SCAAP Administration

Districts with three participating fourth grades must budget \$5,000 to administer SCAAP.  
Districts with less than three schools must budget \$2,000 per school.

| Name of School                              | Name of Principal | School Address | School Phone Number | SCAAP Cost      |
|---|-------------------|----------------|---------------------|-----------------|
| 1.  |                   |                |                     |                 |
| 2.  |                   |                |                     |                 |
| 3.  |                   |                |                     |                 |
| <b>TOTAL COST (Must not exceed \$5,000)</b> |                   |                |                     | <b>\$ _____</b> |

\_\_\_\_\_  
Signature of District Chief Financial Services Officer